



## **PERFORMANCE WORK STATEMENT**

**Work Assignment Number: 04-42**

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**Title: Sustainable and Healthy Communities Research Program Community Engagement Activities**

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**Scope of Work Reference:** Task: 2.3, 2.4

**Period of Performance:** Issuance through Nov. 30, 2013

### **1. BACKGROUND**

Communities face social, economic, and environmental trade-offs in a resource-constrained world. These trade-offs are often not well characterized in terms of the implications and interactions between human health, ecosystem services, economic vitality, and social equity. Conventional decision-making often does not adequately characterize these complex interactions. Communities therefore need holistic, integrated, and functional science and practical technical tools and support to find solutions that are sustainable: that is, they are equitable, efficient, and effective.

The US EPA Office of Research and Development (ORD) has revised their agenda for research and development by using the goal of sustainability as their "true north" to better meet the agency's mission and to help our external partners in their efforts to better protect human health and environment. One of the four new research areas that ORD has identified is Sustainable and Healthy Communities. ORD worked with the program offices and regions to develop the Sustainable and Healthy Communities Research Program (SHCRP) Framework and Research Action Plan. As research proceeds, the program needs to understand the state of the practice of communities. To understand this state, two questions need to be answered. What priority issues are they addressing towards becoming more sustainable? What science are communities using to help them in making their decisions?

There is one activity that needs contractor support. Complete the report on the State of the Practice of communities from the Listening Sessions. The report will describe the issues, successes, scientific tools being used, and research needs for each sustainability priority identified by these communities.

### **2. PURPOSE**

The purpose of this work assignment is to obtain technical expertise and services on scientific activities in support of the Sustainable and Healthy Communities Research Program in the Office of Research and Development, U.S. Environmental Protection Agency. In particular, the activities will support investigating, compiling, and analyzing the work of communities. The Office of Research and Development (ORD) is leading this effort and intends to work directly with the Contractor to provide services in support of the EPA's efforts.

### **3. SCOPE OF WORK**

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor in support of ORD's efforts in working with the communities and other organizations, universities, and local, state, federal and tribal governments that work with communities. Tasks will include support for technical materials on community science issues. Below are the major tasks to be supported by this PWS.

## **Task 1. Work Plan and Cost Estimate**

The Contractor shall prepare a Work Plan and Cost Estimate, including the proposed level of effort, cost plus fixed fee, and a schedule of tasks, within 15 working days of issuance of work assignment.

## **Task 2: Programmatic Information and Assessment**

The Contractor shall provide support for compiling and assessing the issues, science (tools), partnerships for the Listening Session communities. The contractor will complete a report and other products on the information. The contractor will not be collecting or generating any environmental data. Building on the information gathered from the Listening Sessions, EPA will provide information from the community-based programs, including, websites, reports, or other sources. The contractor shall identify the existing science that is being used in communities (e.g., data sets, tools, information and methodologies, and the processes and partnerships) that help facilitate the use of the science in addressing environmental issues towards achieving sustainable communities. The Contractor shall review existing materials, conduct research, and provide graphics support to design documents. The Contractor shall work primarily with EPA staff for product development of compilation and assessment. The Contractor shall provide hard copies and electronic files of materials developed.

## **4. SCHEDULE OF DELIVERABLES**

### **Task**

### **Completion Date**

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|---------------------------------------|--|
| 1. Work Plan                          | Within 15 days after the effective date of this work assignment.                     |
| 2. Programmatic Inform and Assessment | The Contractor shall compile community information and finish the assessment report. |

## **5. SPECIAL CONDITIONS**

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written under these tasks to the WA COR, as per work assignment, in electronic form. Electronic versions shall be compatible with the ORD's computer systems and software.

## **6. MANAGEMENT CONTROLS**

Technical direction for this work assignment is provided by the work assignment statement of work, by the work plan developed to implement this work assignment by the contractor (after it has been accepted and approved by the EPA WA COR), and by the contractor's designated management representatives. Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The Contractor shall meet with the EPA WA COR to present and discuss the work plan for this work assignment before it is approved by the EPA WA COR.

With the exception of the EPA WA COR and PO, EPA personnel are not authorized to provide technical direction to the Contractor.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. These interactions do not result in direction to the contractor.

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